



# PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

## RESIDENTIAL BUILDING PERMITS

### GENERAL INFORMATION

Residential construction must conform to standards adopted by the City of Liberty Lake and the State of Washington, such as the International Building, Plumbing, and Mechanical Codes, the Washington State Energy Code, and the Development Code. Building sites must conform to applicable regulations governing the division of land. Other local ordinances could impact a project depending upon its specific nature and location. Remodels, additions, or repair to residential structures require information similar to that for new construction. For a summary of the Residential Code and requirements for In-Slope Buildings, please refer to the City's International Residential Code (2003) Summary Brochure.

A building permit is required any time you construct a new structure or enlarge, remodel, relocate, or demolish an existing structure, except for some accessory structures. Permits are required to be obtained prior to commencing construction. This handout serves as a brief overview on Residential Building Permits, for more information on specific requirements, please refer to the City of Liberty Lake Building & Development Codes.

### APPLICATION PROCESS

In order for an application for a building permit to be considered complete, the following documents need to be submitted:

- Completed Building, Mechanical & Plumbing Permit Applications
- Copy of Sewer / Water Permit
- Site plan - (submit 2 copies, 8.5" x 11" minimum size, w/ information as applicable):
  - Scale & North Arrow, Contact information for project designer.
  - The proposed development site, including boundaries, dimensions, and gross area;
  - The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements. Indicate lot drainage (engineered plan if required);
  - Lot corners and elevations, including finished floor elevation.
  - The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan and all proposed buildings must show porches, walks, decks, overhangs, etc.;
  - Existing buildings scheduled for demolition or removal must be indicated.
  - Other information, determined by P&CD. The City may require studies or exhibits prepared by qualified professionals to address specific site features (e.g., traffic, noise, environmental features, natural hazards, etc.), in conformance with the Development Code.

- Construction Drawings - (submit 2 copies, 11" x 17" minimum size):

- Foundation plans,
- Floor plans w/ room uses, dimensions, window and door sizes (label egress), plumbing fixture & mechanical equipment locations, electrical fixture locations including panel, switches, lighting, & fans,
- Ventilation & radon mitigation,
- Elevations,
- Cross sections w/ typical wall section from footing through roof showing full details,
- Structural details w/ framing plan showing connection details and braced wall panel locations,
- Energy calculations (forms can be obtained from the SBCC website),
- For those projects not categorically exempt from the State Environmental Protection Act (SEPA), a completed Environmental Checklist must be supplied and Project Permit procedures shall apply. Most residential projects are exempt from SEPA, P&CD will notify you if your project requires SEPA.

Note: Required engineered details need stamp & signature of engineer (braced wall panels) and when plans are prepared by Washington State registered design professionals, Liberty Lake requires, that at a minimum, the cover sheet of the construction drawings shall include the original signed seal of the Architect and/or Engineer of record for the project. Other sheets may also require original seals.

- Additional items:

- Grading permits may be required for site work.
- Curb cuts and driveway approaches may require an Approach Permit obtained through Planning & Community Development .
- Any work conducted within the public right-of-way may require a Right -of-Way Permit obtained through Planning & Community Development.
- Electrical permits can be obtained from the WA State Dept. of Labor and Industries, (324-2640). For connection to the power distribution lines, contact the serving utility.

When an application and plans are complete, and the proposal clearly conforms to the codes and ordinances adopted by the City of Liberty Lake, the permit may be issued within 2 to 3 days, if not the same day, after review by the Building Inspector. Fees for building permits are based on valuation using standard market rates for similar types of construction. The actual fees are established by the International Building Code and are based on the size and use of the structure. Please refer to the current Planning & Community Development Dept. (P&CD) Fee Schedule or consult with P&CD staff.

## **RESIDENTIAL INSPECTIONS**

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At a minimum, the following inspections are required for residential construction:

- Footing
- Stemwall
- Underground - plumbing, radon, insulation, sealant
- Rough-In - framing, braced wall, mechanical, plumbing
- Insulation - penetrations, glazing
- Final Inspection - grading, site clean-up, mechanical, plumbing, drywall

It is the responsibility of the permittee to see that the required inspections are made. Failure to notify Planning & Community Development that construction has progressed to a point where inspection is required may necessitate the removal of certain parts of the construction at the owner's expense. When you are ready for any of the preceding inspections, please call 755-6705, and give your name, project address, permit number and type of inspection needed. We can usually schedule an inspection within 24 hours. Under certain circumstances, parts of your project may require additional inspections.

Your permit will be considered null and void by limitation if the work authorized by the permit is not commenced or is stopped for a period of 180 days, unless a written request for an extension of the permit is received and approved by the building official prior to expiration. At a minimum, an inspection should be requested at least once every 180 days to assure the validity of the permit.

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Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation.

For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the City of Liberty Lake Planning & Community Development Department.

**FOR MORE INFORMATION PLEASE CONTACT:**

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